

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PUBLIC WORKS DISPATCH SUPERVISOR

DEFINITION:

Under direction, to supervise work of subordinates who dispatch public works units in a central public works communications center; and to perform related work.

*** EXAMPLES OF DUTIES:**

- In a central public works communications center, plans, assigns, and reviews the work of subordinate dispatchers at Station 38 who operate a radio console to dispatch and relay messages for public works field units;
- Updates and revises procedural manuals;
- Determines staffing needs;
- Maintains dispatch files and records;
- Investigates and resolves complaints regarding the performance of staff;
- Trains and evaluates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of experience as a Dispatcher, including six months of experience as a Public Works Dispatcher in the Transportation Department's Public Works Dispatch Center.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.